



PUBLIC HOUSING PROPERTY MANAGER

The San Benito Housing Authority is seeking an individual as a **Public Housing Property Manager**. The candidate will be responsible for maintaining the physical assets, maximizing the financial returns, and the overall management, operations, and admissions in a public housing property. Ideal candidates should possess:

- A combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position such as apartment leasing, tenant management, financial reporting and social event organizing for residents
- Strong initiative and customer service orientation, and strong interpersonal skills and ability to deal with a diverse type of people
- The ability to communicate clearly and concisely, both orally and in writing, English and Spanish
- The ability to maintain required records such as resident files, vacancy reports, etc, and ability to meet deadlines
- Strong computer skills

Position open until filled

Contact 956-399-7501 for more info.

Equal Opportunity Employer